

CHAPTER 5

ARTICLE 16, INMATE COUNT AND MOVEMENT

Revised June 22, 2000

52020.1 POLICY

The CCR 3274 permits the institution head to develop a system to physically count inmates under his/her jurisdiction, and to accurately account for those inmates at all times.

52020.2 PURPOSE

The purpose of a count is to facilitate inmate control, accountability, and to expedite inmate movement throughout the institution/facility in accordance with the established count schedule as set forth in DOM 52020.4.1.

52020.3 Responsibility

The Correctional Captain/Facility Captain is responsible for ensuring that a detailed institution/facility count is accurately conducted at the designated times.

The Correctional Captain/Facility Captain shall establish a system that regulates staff/inmate movement throughout the institution/facility.

All employees shall ensure that inmates are not involved in gathering count information, nor allowed access to count records.

52020.4 Count Criteria and Number of Counts

A physical count of all inmates shall be performed a minimum of four times each calendar day, unless otherwise authorized in writing by the Director.

All inmate movement/activity shall cease when count has been initiated by Central Control. Exception: Emergency medical transports to outside facilities shall not be delayed for the purpose of the count. The staff member escorting the inmate shall confirm with control the inmate's name, CDC number, and housing.

Individual count totals conveyed to Central Control shall correspond with Central Control's Master Count Record which was reconciled with the Bed Vacancy Report and Master Out Count Record.

52020.4.1 Frequency of Counts

The frequency of institution/facility counts shall be determined by the Standard Count Schedule. All institutions/facilities shall make every effort to adhere to the Standard Count Schedule. This is based on the security needs of the individual institutions/facilities and custody designations of assigned inmates. Staff shall ensure that inmate activities are not scheduled to conflict with institution/facility counts.

Standard Count Schedule

<u>Mandated Times</u>	<u>Type of Count</u>
0030/0100	Positive Count.
0230/0300	Negative Count.
0430/0500	Positive Count.
1100/1200*	Close A Custody Count, Minimum Support Facility, and Community Work Crew Count.
1600/1700	Positive Count.
2100/2300	Positive Count.

*This count does not include all inmates housed at the institution/facility, therefore it is not inclusive of the four required counts.

52020.4.2 Out Count

To maintain continuity of operations, some inmates may not always be counted in their assigned housing units. These inmates shall be "out counted" by their supervisors, and shall remain under direct supervision until the count is cleared.

The tentative out count slips submitted to Central Control shall include cell/bed number, inmate's name and CDC number, and the area where the inmate(s) will be out counted. Staff out counting inmates shall call in and submit their tentative out count slips no sooner than 60 minutes, and no later than 30 minutes prior to count.

52020.4.3 Standing Count

During the 1600/1700 count, inmates housed in cells shall stand upright at their cell door and shall remain standing until counted by the officer conducting the count.

- Inmates housed in dormitories equipped with double tier bunks, shall remain seated on their assigned bunk until the count is completed by the officer.
- In dormitories equipped with triple tier bed/bunks, the inmate assigned to the top tier bunk shall be seated on the top bunk, and the inmates assigned to the bottom and middle tier bunks shall be seated on the fold out stools until the count is completed by the officer.

Disabled inmates shall be reasonably accommodated, dependent on their disability.

52020.4.4 Positive Counts

A positive count is the actual number of inmates that each respective staff member has counted and reported to Central Control. (Note: A positive/physical count means to count a person and physically see that person.)

Once Central Control accepts the count, the positive count slip shall be prepared and submitted to Central Control showing the date, time, count total and the signature of the staff member who actually conducted the positive count.

52020.4.5 Negative Count

If Central Control receives an incorrect positive count, a negative count shall be requested from the counting employee.

Due to double/triple bunking of inmates, it is necessary to ensure that inmates do not interchange their assigned bunks. Each institution/facility shall perform a negative count at least once each day.

A negative count is the recording of all unoccupied beds in a housing unit. These bed numbers shall be recorded on a negative count slip.

Upon direction from Central Control to perform a negative count, the officer performing the count shall start with the lowest numbered cell/bed in numerical order writing down the numbers of each unoccupied bed. Upon completion, the officer shall telephone the negative count to Central Control. Central Control shall substantiate this information, and ensure all inaccuracies are corrected.

52020.4.6 Emergency Count

An emergency count shall be conducted to establish whether an escape has occurred, or in the event of an obvious escape (inmate seen climbing security fence, dummy in cell, etc.), to determine the exact identity of the inmate(s) involved. During an emergency count, all inmates shall be returned to their assigned cells/beds.

During business hours, emergency counts shall be approved at a level not less than the Correctional Captain, or in the absence of the Correctional Captain, the Watch Commander. During nonbusiness hours, emergency counts shall be approved by the Watch Commander or highest ranking officer on duty.

52020.4.7 Picture Count

When a positive or negative recount does not clear, and the identity of the out-of-place or missing inmate(s) cannot be determined, a picture identification of all inmates shall be performed. Since an accurate comparison of each inmate against their inmate identification picture card is a prerequisite for the picture count, an up-to-date picture of all

inmates shall be maintained on an inmate picture file. Inmate picture files shall be maintained in Central Control.

Central Control is responsible for ensuring continued maintenance and absolute accuracy of the inmate picture files that are maintained in Central Control. The inmate picture files shall be maintained in a secured location within Central Control.

- During a picture count, a comparison of each inmate against his/her CDC identification card shall be conducted. If an inmate(s) cannot present his/her CDC identification card, the Central Control's inmate picture file shall be taken to the housing area and used for a positive visual identification. During a picture count, all inmates' identities and cell/bed numbers shall be compared to the cell/bed assignment roster obtained from Central Control.

52020.4.8 Count Notification

The institution/facility count cannot be cleared until Central Control reconciles the Master Count Sheet.

Inmate movement may resume when the Central Control announces, via the institution/facility public address system or other available means, the institution/facility count is clear.

52020.4.9 Count Slips

The count slips used for institution/facility counts shall be designed by each institution/facility Central Control to meet the needs of their individual institution/facility design and approved by the Correctional Captain. Count slips shall be prepared in blue or black ink and shall include:

- Time count commenced.
- Actual number of inmates counted.
- Housing unit.
- The signature of the employee who conducted the count.

The negative count slip is a recording of the total number of unoccupied cells/beds counted. In a unit/dorm utilizing double bunks, the following shall be denoted on the count slip, Upper (U) and Lower (L) or Right (R) and Left (L). When housing units utilize triple bunks, the following shall be denoted, Upper (U), Center (C), and Lower (L). The negative count slip shall be submitted to Central Control and include the following:

- Date and time.
- Negative bed numbers and bed totals.
- Signature of the staff member conducting the negative count and the responsible Sergeant.

The positive count slips, out count slips, negative count slips, if applicable, and adding machine tape shall be secured to the Master Count Sheet as one document and archived for one year unless they reflect evidence of an escape.

If a count slip reflects any kind of alterations, the Central Control shall request the submission of a new count slip.

52020.4.10 Informal Count

An informal count is a physical count and positive identification of inmates who are present at their program/work assignments.

Informal counts shall be conducted by all employees supervising inmates. These informal counts shall be completed on an hourly basis. Any discrepancies shall be reported immediately. Informal counts shall be conducted to ensure inmates are present in their assigned areas such as housing units, work centers, minimum support facilities, and community work crews.

52020.4.11 Close Custody Count

Close custody counts shall be conducted utilizing a positive picture identification card to count all inmates classified as Close A custody. When inmates present themselves, staff shall ensure that inmates resemble their picture identification card. In accordance with CCR 3017, all inmates classified as Close A Custody are responsible for reporting to the established location(s) designated by each individual institution/facility.

- Close A Custody inmates shall be counted while they are on work assignments, on recreation time, in housing units, or involved in any other activity. Close A Custody counts shall be scheduled in conformity with DOM 52020.4.1.
- The Watch Commander shall be notified and a search shall be initiated when the Close A Custody Count is not cleared 15 minutes after the count has been announced. If the unaccounted for Close A Custody inmate(s) is not located within 15 minutes of initiation of the search, an emergency recall of all inmates may be instituted by the Watch Commander.

52020.5 Central Control

On all watches, Central Control shall log times that official counts are received on a Master Count Sheet. They shall maintain a current, accurate record of all inmates to reflect all inmate movement. Once Central Control sets up a tentative count (out counts included), all areas shall match with the Central Control's Master Count.

Central Control Security

Central Control shall be staffed on a 24-hour basis. To prevent unauthorized access, the outer sallyport door shall be mechanically operated from inside Central Control. Once the identity of the person(s) being admitted has been determined and the outer sallyport door is secured, the inner door can be opened manually to allow authorized staff access into Central Control.

Additional Duties/Responsibilities

Central Control duties/responsibilities may also include: monitoring fire and security personal alarm systems; operating electrically controlled doors/gates; monitoring various perimeter mechanical or electrical alarm systems; operating telephone equipment; and storage/issuance of institution/facility keys, radio communication systems, batons, riot helmets, transparent polycap riot shields, chemical agents, weapons, and ammunition.

Central Control, on all watches, shall ensure that all information entered into the DDPS is accurate, and a Bed Vacancy Report and an automated CDC 117, Daily Record of Housing and Employment Changes, is generated at the conclusion of their watch.

Central Control/Subarmory

Emergency weapons, ammunition, and chemical agents assigned to Central Control for storage/issuance purposes must be stored in a secured location in accordance with DOM 55050. If armed tower coverage is not provided, the Central Control staff shall be armed. All weaponry shall be inventoried in accordance with DOM 55050.

Telephone Off Hook Alarm System

The main telephone Off Hook Alarm System (OHAS) is normally located in Central Control. However, institutions/facilities may designate another area to install OHAS. When OHAS is activated, responsible staff shall notify the custody complex and the appropriate supervisory staff. Responsible staff shall maintain an OHAS Log to record all enunciated alarms (when this system is not automated), indicating the following information:

- Date and time of the alarm.
- Location of the alarm.

Each Correctional Captain is responsible for ensuring that a plan exists for appropriate staff response to the area wherever OHAS alarms originate. The plan shall include first and secondary response.

Note: Prior to canceling an OHAS alarm response, a staff member shall account for the staff/inmates assigned to the affected area.

Telephone Security Check Calls

For the purpose of verifying employee alertness and accountability, each Correctional Captain is responsible for designating areas that shall be required to make telephone security check calls each half-hour, commencing at 1930 hours and terminating at 0500 hours. Security Housing Units and Administrative Segregation Units may commence check calls earlier than 1930 hours depending on program needs.

Each institution/facility shall establish a central location that shall receive security check calls and maintain a log to record

employees/areas that are designated to make security check calls. The watch office or Watch Commander shall be notified when an employee/area fails to make a security check call.

52020.5.1 Running Count

Central Control, on each watch, shall maintain a running count. The running count shall be updated during the shift as dictated by the amount of movement that effects the institution/facility count. The running count shall be verified by cross-checking with the Bed Vacancy Report and the computer automated CDC Form 117.

52020.5.2 Inmate Picture File

The Central Control shall maintain an inmate picture file that contains a picture of each inmate and is systematically sorted by the inmate's assigned CDC number or the inmate's housing. Central Control shall maintain absolute accuracy of the inmate picture file.

Note: When an inmate requires emergency transport out of the institution/facility (i.e., ambulance) and the inmate's CDC identification card cannot be located, the inmate's picture file maintained in Central Control may be used to positively identify the inmate and process the inmate out of the institution. Upon completion of the emergency transfer, or when the inmate is returned to the institution/facility, Central Control staff shall ensure the inmate's picture file is properly returned/replaced by Receiving and Release.

52020.5.3 Daily Record of Housing and Assignment Changes

All movement and assignment changes, as they occur, shall be made by Central Control for the affected housing unit on a CDC Form 117.

All classification and job assignment changes originating from the Classification Call Sheet or the Inmate Assignment Office shall be entered into DDPS by the appropriate Correctional or Assignment Lieutenant.

- The Automated Bed Vacancy Report/original CDC Form 117 shall be retained for one year in Central Control.
- The computer Automated Bed Vacancy Report or copy of the CDC Form 117 shall be the source of information for the DMS.

52020.5.4 GA 154, Inmate Transfer Form

All housing changes shall be accomplished by staff completing a GA Form 154, Inmate Transfer Form, upon approval of Central Control. Without exception, Central Control shall not accept a GA Form 154 that has not been signed by the Facility Lieutenant/Sergeant or a higher classification.

The facility Lieutenant/Sergeant shall check for accuracy of the information and sign all copies. Upon completion of the GA Form 154, the original copy shall be routed to Central Control.

Central Control shall retain the original GA Form 154. The remaining three copies are distributed and retained until entries appear on DMS as follows:

- The duplicate copy shall be retained by the officer assigned to the housing unit from which the inmate(s) was housed.
- The triplicate copy and inmate's picture(s), if applicable, shall be retained by the housing officer assigned to the housing unit to where the inmate(s) will be housed.
- The quadruplicate copy shall be retained by the appropriate facility/program office.

When transferring inmates from one housing unit/building to another within the institution/facility, the inmate picture file with inmates' photo shall accompany the GA Form 154.

When transferring an inmate(s) to another institution/facility, the inmate's identification and inmate picture file with inmate's photo shall accompany the CDC Form 123, Body Receipt, or CDC Form 135, Inmate Transfer Record.

52020.5.5 Inmate Daily Movement Sheet

The inmate DMS shall list all arrivals, departures, temporary releases, out-to-courts, family visits, changes in housing, work assignments, or custody classification during the previous 24-hour period. Corrections for previous inmate DMSs shall also be listed.

To allow for workload impact on assignment operations, DMS shall have an "effective date" column to reflect the actual date the action is authorized.

For example:

- The inmate DMS is issued on 12-1-97, however, some of the actions are effective on 11-28-97, or will be effective on 12-3-97.
- The date shown in the "effective date" column is the official date of that specific action.
- The inmate DMS shall be completed prior to the conclusion of the first watch. The First Watch Commander shall check the accuracy of information on DMS, authorize it to be published with their signature, and have sufficient copies distributed to meet the needs and requirements of each institution/facility.
- The inmate DMS shall be dated and numbered in consecutive order, starting on January 1, yearly.

52020.5.6 Summary of the Official Count by Watch

Central Control, on each watch, is responsible for maintaining the Summary of the Official Count. The Summary of the Official Count shall reflect all inmate movement at the completion of each watch. The Summary of the Official Count shall contain:

- The time the count was initiated.
- The count locations and grand totals.
- The number of inmate arrivals and departures.
- The signature of the Central Control Sergeant.

Prior to forwarding the Summary of Official Counts to the Correctional Captain/Facility Captain, the Watch Commander shall reconcile the running count sheet, count slips, and adding machine tapes against the Master Count Sheet as it pertains to their watch.

52020.5.7 Method of Count

The count shall be performed by the physical observation of each inmate at his/her assigned housing unit or out counting of inmates at his/her specified work/activity location. Supervisors shall track inmates absent from their assignments. After the count is completed, it shall be entered in the Watch Commander's Daily Activity Log.

52020.5.8 Bed Vacancy Report

The method of verifying inmate movement shall be maintained by using the Bed Vacancy Report, which is generated by accessing DDPS, Control Room Report Menu.

When DDPS or the institution's/facility's electrical power fails, staff shall revert to using the original CDC Form 117 work sheets.

52020.5.9 Housing Roster Report

The Central Control automated computer report menu can be used to generate a Housing Roster Report in various formats (i.e., the total occupied beds by housing unit, the number of vacant beds in each housing unit, by the inmate's ethnicity, by the inmate's name alphabetically, housing, and/or numerically by the inmate's CDC number).

Each institution/facility shall determine which type of Housing Roster Report certain locations/housing units shall receive at the beginning of each day. This type of report can alleviate Central Control inquiries and assist facility staff who may need to make inquiries regarding inmate(s) current housing or make appropriate inmate housing changes.

52020.6 Camps' Count Policy

There shall be at least four formal camp counts of all inmates in each 24-hour period.

Inmates shall be counted upon mounting and dismounting vehicles, and going to and returning from any place outside the camp or facility. Agency crew foremen shall make counts of inmates in their custody at frequent intervals, and shall count the inmates before leaving camp and upon returning to camp. Counts are required at least once during the morning, lunch time, between lunch and the end of the work day, departure from the work area, and at other times recommended by the Camp Commander.

Emergency counts may be necessary at any time to determine if there has been an escape, or to identify an escapee(s).

52020.7 General Movement

The following subsections provide for the assignment of responsibility to staff, and for the orderly release and return of inmates to/from their housing units or activities. This shall include the use of schedules and master pass lists. If applicable, these procedures shall provide for inmate movement outside normal traffic patterns, during daylight and night-time hours, limited visibility, or lockdown conditions.

All scheduled work/training program releases shall be announced to the general population. Inmate movement to and from assignments shall be supervised along established routes.

Personnel Movement Daylight

Normal staff movement during daylight hours, unless visibility is severely restricted due to inclement weather, does not need to be communicated post to post. Staff movement to any area, such as rooftops, tunnels, Security Housing Unit perimeter, and security fences shall be cleared by the Watch Commander.

Personnel Movement Night

Normal staff movement during first watch hours shall be communicated from post to post via the telephone, intercom, or two-way radio system in all areas where movement occurs. The methods of communication shall be designated by each individual institution/facility.

For the purposes of institutional safety and security, as well as staff accountability, off duty staff, vendors, and individuals not recognized attempting to enter the secured perimeter shall not be allowed to proceed until approval is obtained from the Watch Commander.

52020.8 Inmate Movement Policy

All uniformed and nonuniformed staff shall account for and ensure that all inmate releases, movement to activities, and return of inmates to the housing units, are approved and regulated by central control under the direction of the Watch Commander.

52020.8.1 Work/Training Call

All scheduled work/training releases established by the institution/facility shall be announced to the general population. Each institution/facility shall establish specific/designated controlled routes for all inmate movement during daylight and darkness hours.

Absent Inmates

The supervising employee receiving inmates into his/her area shall attempt to locate any inmates absent from work, academic, or vocational assignments. If the inmate is not located within one-half hour, the supervising employee shall report the absence to the Facility/Program Sergeant and Central Control.

Prior to reporting an inmate absent from the work/training assignment, staff shall ensure that the inmate is not listed on DMS as reassigned, and/or listed on the Master Pass list to report to a scheduled appointment.

Inmate Accountability

Work/training supervisors shall notify the custodial post that governs inmate gate passes, the exact number of inmates received within their areas of responsibility, and the names of the inmates who failed to report.

Work/training supervisors and designated custodial posts that govern inmate gate passes shall attempt to locate any inmate reported absent from their assignments. If the inmate(s) is not located within 30 minutes, the inmate's absence shall be reported to Central Control and the Watch Commander shall be notified.

52020.8.2 Gate Passes

The Inmate Assignment Lieutenant is authorized to issue three different types of gate passes. The gate pass shall identify those inmates, authorized by the classification committees, to work:

- Inside the perimeter fence, which requires inmates to pass through a work change area.
- Outside the perimeter fence of the institution/facility.

- Off institution/facility property.

When the inmate's custody is reduced/increased, the Inmate Assignment Lieutenant shall recall the existing gate pass and issue a new gate pass

Gate Pass Security

Gate passes shall be secured in a metal box with a locking device. The gate pass box shall be divided into "in" and "out" sections. The gate passes shall be moved to the appropriate in or out sections of the box, and shall immediately be moved when an inmate enters or exits the gate that controls gate passes. The gate officer shall keep the box locked, and shall not allow inmates to have access at any time.

Work Change Gate Pass

Work change gate passes shall be printed on "White" paper and shall contain the following information:

- Labeled with the work change gate's name or number.
- Assigned a sequential number.
- Inmate's photo, name, and CDC number.
- Inmate's assigned housing (pencil).
- Inmates custody, work/academic assignment, and activity restriction.
- Effective date, Regular Days Off, and scheduled hours of work.
- Signature of Inmate Assignment Lieutenant.

Outside Perimeter Fence Gate Pass

Outside institution/facility perimeter fence gate passes shall be printed on "Blue" paper, laminated, and in addition to the information required for the work change passes contain the following:

- Signature of Correctional Captain.
- Embossed.

Off Institution/Facility Property Gate Pass

Off institution/facility property gate passes shall be printed on "Green" paper, laminated, and contain the same information that is required for outside perimeter fence gate passes.

52020.8.3 Gate Pass Embossing Stamp

The Correctional Captain/Facility Captain shall obtain and maintain sole custody of an embossing stamp of unique design at all times. To authenticate gate passes, the Correctional Captain's/Facility Captain's signature and embossing stamp shall be affixed to all gate passes, except work change gate passes.

52020.8.4 Emergency Rescinding of Gate Passes

The Watch Commander, Facility Lieutenant, Inmate Assignment Lieutenant, or higher authority shall rescind a gate pass when the inmate demonstrates and/or disrupts an operation, or evidence indicates an inmate may attempt to escape.

The rescinding of a gate pass shall be appropriately documented (CDC Form 115, Report of Rules Violation, CDC Form 128B, Chrono-General, memorandum, etc.).

- Gate passes shall be rescinded upon receipt of a felony arrest hold or detainer, or when an inmate is pending adverse classification committee review.

52020.8.5 Master Pass List

Scheduled individual inmate movement shall be arranged by submitting a request to the Inmate Assignment Lieutenant's office one day preceding the effective day, by 1000 hours. A master pass list shall be prepared, audited, signed, and published from these requests by the Inmate Assignment Lieutenant.

52020.8.6 CDC Form 129, Inmate Pass

Staff shall ensure that all inmates listed on the master pass list receive a CDC Form 129, Inmate Pass. This pass shall be issued to individual inmates to authorize movement to specified locations at designated times.

Each institution/facility shall develop precautionary procedures to ensure blank CDC Form 129s are secured in areas not accessible to inmates.

Issuance to Inmates

CDC Form 129s shall be issued to inmates by housing unit staff by 2200 hours the day prior to the effective date on the pass. The CDC Form 129 shall contain the following information:

- Inmate's name and CDC number.
- Inmate's assigned housing.
- Date scheduled.
- Time scheduled.
- The destination.
- The arrival and departure time.
- The reason for the pass.

All nonpriority pass forms shall be printed on plain white paper.

When unscheduled inmate movement is necessary, staff shall issue inmates a CDC Form 129 prior to allowing inmates to proceed without staff escort (i.e., medical/dental, authorized attorney visit, disciplinary hearing, or to complete Receiving & Release necessities, etc.). Staff shall call to inform other staff of an inmate(s) expected to arrive at their location.

Scheduling Priority Appointments

Except for emergencies, medical services, and casework needs (priority ducats), passes shall not be scheduled during work/program hours. Pass scheduling shall comply with the work incentive law.

- When it is necessary to make casework contacts during an inmate's work hours, a "Priority Ducat Request" shall be initiated including only those inmates who will be on scheduled work assignments. This shall be done separately from nonpriority request.
- The priority request shall require either the approval of the chairperson of a properly constituted classification committee, or the approval of the originator's immediate supervisor. All priority passes shall be distinguished in accordance with DOM 53130.9.2, priority ducat system.

52020.8.7 Movement During Nonworking Hours

Inmates may participate in leisure activities during nonworking hours. Participation is based upon the inmate's privilege group. Movement to inmate activities shall be coordinated by the Watch Commander. Nonworking hours activities include, but are not limited to, the following:

- Self-help groups.
- Recreational functions.
- Library.
- Canteen.
- Hobby programs.
- Entertainment from the outside community.

52020.8.8 Limited Visibility

Count

When visibility is severely restricted (due to inclement weather conditions) a recall of all inmates shall be initiated, and a limited visibility count shall be completed.

During limited visibility count, inmate workers who are on the critical workers list may be out counted. The critical workers list shall be developed by the Facility Captains and reviewed and approved by a designated Associate Warden.

Operations

The Watch Commander shall initiate limited visibility operations whenever severely reduced visibility conditions exist which afford inmates an increased opportunity to escape. Limited visibility

operations shall be initiated when the outer perimeter tower posts are unable to see one another clearly and distinctly and shall consist of:

- Initiating and clearing a limited visibility count.
- All inmate movement shall be cleared by the Watch Commander or higher and shall be under direct supervision.
- Continuing indoor programs within the facility.
- Terminating yard exercise and outdoor programs within the security perimeter.
- Posting foot patrols inside the security perimeter with designated safety equipment.
- Posting armed foot/vehicle patrols outside the security perimeter (not authorized at institutions with a lethal electrified fence unless the lethal electrified fence becomes nonoperational).
 - On duty staff shall be utilized for posting inside and outside security perimeter patrols.

Institutions with a lethal electrified fence may conduct indoor programs (e.g., academic and vocational programs, industries and maintenance) within the security perimeter.

Institutions without a lethal electrified fence shall conduct programs (e.g., academic and vocational programs, industries and maintenance) in accordance with their limited visibility plans and security requirements.

In the event the lethal electrified fence becomes nonoperational during times of limited visibility, institutions are advised to revert to their operational procedures which were utilized prior to the installation and/or activation of the lethal electrified fence.

Removal of Limited Visibility Operations

The Watch Commander shall promptly resume normal institution/facility operations when outer perimeter posts can see one another clearly and distinctly, or when a designated landmark can be seen clearly and distinctly by a designated post.

52020.8.9 Lockdown Movement

All movement of inmates during a lockdown shall be coordinated by the Watch Commander. Movement shall be restricted to those inmates cleared to perform essential or emergency services. Inmate movement shall be under direct staff supervision and/or escort.

Feeding

If controlled feeding is initiated during lockdown conditions, inmates shall be released in small manageable groups and shall be under constant supervision to and from dining halls.

Medical Appointments or Care

Inmates who require medical care, or have scheduled medical appointments, shall be under direct staff supervision and/or escort.

Daily Procedures

Daily institution/facility procedures governing movement of staff and inmates during lockdown conditions shall be published and distributed to all affected areas.

52020.8.10 Controlled Movement

Close Custody Movement

Inmates, designated as close custody, shall be supervised in accordance with CCR 3377.1.

Inmate Escorts

Inmate escorts shall be conducted as security and custody classification dictate. The following are examples to be used as guidelines for escorting inmates:

- The escorting staff member should be approximately 12 to 18 inches diagonally behind the inmate or inmates.
- The inmate may be in restraints (depending on custody classification and behavior).
- The escorting staff member may hold on to the restraints of the inmate (depending on the inmate's behavior or history of behavior).

- The escorting staff member may draw his/her baton for escorting restrained inmates in a general population setting if the staff member deems it necessary.
- For mass escorts, the first escorting staff member should be positioned beside the inmates being escorted, while the second escorting staff member is positioned 12 to 18 inches diagonally behind the last inmate being escorted.

52020.9 Revision

The Deputy Director, Institutions Division, or designee, shall ensure the contents of this section are reviewed annually and make changes as necessary.

52020.10 References

PC § 2079.

CCR § 3274.

ACA § 2-4181, 2-4182, and 2-4183.